



SAM HOUSTON STATE UNIVERSITY
A Member of the Texas State University System
FINANCIAL AID AND SCHOLARSHIPS OFFICE

GRADUATE AND POST-BACHELOR
SATISFACTORY ACADEMIC PROGRESS POLICY

Federal Title IV Student Financial Aid Regulations require schools to have a Satisfactory Academic Progress (SAP) Policy, for students receiving federal aid, that contains both qualitative (grade point average) and quantitative (maximum timeframe and number or percentage of completed courses) measurement standards for evaluating progress toward the completion of an eligible degree or certification program of study. Continued compliance with the standards for SAP is measured: (1) qualitative - upon completion of each term; and (2) quantitative – at least once, at the end of each academic year (spring semester). Students who are not in compliance are not eligible for financial aid until they have made up the credit hour deficiency and/or attained a cumulative grade point average consistent with the SAP requirements indicated in sections I and II below.

The evaluation of SAP is based on the student's records, academic history, and any documented mitigating circumstances, for all academic periods, even those in which the student did not receive financial aid. SAP must be evaluated at least once annually.

Please note that SAP specified for financial aid purposes in some instances may be more restrictive than the University Satisfactory Academic Progress Policy and/or Academic Advising Department guidelines. It is the student's responsibility to be aware of the SAP guidelines and to ensure compliance. Students experiencing academic difficulties are encouraged to seek help from their assigned advisor in the SAM Center.

The Financial Aid and Scholarships Office will attempt to notify students of any deficiencies in a timely manner. Official communication from the Financial Aid and Scholarships Office is sent to the individual's SHSU student e-mail account. Once a student is accepted to SHSU, he/she must activate his/her student e-mail account immediately. Every student should check his/her email account periodically for important financial aid information.

I. QUALITATIVE – Minimum SHSU Cumulative Grade Point Average (CGPA)

Applicants are evaluated for minimum SHSU CGPA after each semester as follows:

- Post-Bachelor Students must maintain an SHSU CGPA of 2.00
- Graduate and Doctoral Students must maintain an SHSU CGPA of 3.00

Deficiencies in CGPA must be made up at SHSU. Transfer coursework does not count towards SHSU CGPA.

II. QUANTITATIVE – Minimum SHSU Hour Completion and Maximum Transfer/SHSU Credit Hours:

Applicants are evaluated for percentage of hour completion requirement and/or maximum hour limitation at least once annually, usually after the spring semester and summer sessions if applicable, preceding the award year application as follows:

Post-Bachelor Students will be required to submit acceptable eligible program documentation from their Academic Advisor for approval consideration. If approved, students will be awarded as 5th year undergraduates for only the approved courses listed on their academic plan on file in the aid office.

1. Preparatory Coursework – must complete required preparatory course work (needed before being allowed to enroll in a degree or certificate program) within 12 consecutive months beginning on the first day of the enrollment period during which time the student receives financial aid.
2. Teacher's Certification – must complete required courses for the certification or recertification (state they will be teaching in) requirements within two (2) academic years of full-time study. Courses not covered include: (a) optional courses taken for professional recognition or advancement; (b) courses recommended by the school which are not required for certification or re-certification; (c) courses repeated in order to replace poor academic performance during a previous semester.
3. Second Bachelor Degree – must complete degree within two (2) academic years of full-time study or 60 credit hours, whichever comes first.

Graduate students must be unconditionally accepted into an eligible degree seeking program.

Master's Degree must be completed within three (3) academic years of full-time study, or 1.5 times the number of hours required by the degree plan (including any post-graduate work). For example, 36 hours are required for most plans, therefore, after 54 attempted graduate hours, Master's students are ineligible for financial aid consideration.

2nd Master's Degree will be considered for financial assistance for only the semester/years remaining from the original three (3) academic years of full-time study, or 54 credit hours (including any post-graduate work) allowed for a 1st Master's Degree.

Doctoral Degree will be handled on an individual basis. Generally, the Doctoral Degree should be completed within four and one-half (4 ½) academic years of full-time study. Programs requiring more than 60 hours or IP (in progress) courses will be evaluated on an individual basis.

Maximum or excessive transfer/SHSU credit hours and number of semesters attended are measured at the end of each fall and spring semester. If applicable, it will also be measured at the end of the summer sessions.

Students must complete at least 75% of all credit hours attempted per academic year, regardless of whether or not financial aid was received. Hour completion rate is measured at the end of each spring semester. Definition for financial aid purpose of Credit Hours Attempted are enrolled hours as of census date of given semester, including hours dropped after census, incompletes, resignations, etc.

- Credit hours will be considered satisfactorily completed if a grade of A, B, C or D is earned.
- Grades of F, Q, X, I, WP, WF, IP or NC are not satisfactorily completed.
- Repeat courses (taken to replace grade of D or higher) are not counted as completed hours.

How to calculate the Required Number of Completed Hours for an Academic Year: Add your fall and spring attempted hours (AH); multiply total AH by 75% to arrive at the Required Completed Hours (RCH). [AH*75%=RCH] Round up or down depending on number after decimal point (i.e. round up if .50 or above and round down if below .50).

Completion Rate Chart

AH	RCH	AH	RCH	AH	RCH	AH	RCH	AH	RCH	AH	RCH	AH	RCH
1	1	6	5	11	9	16	12	21	16	26	20		
2	2	7	6	12	9	17	13	22	17	27	21		
3	3	8	6	13	10	18	14	23	18	28	21		
4	3	9	7	14	11	19	15	24	18	29	22		
5	4	10	8	15	12	20	15	25	19	30	23		

III. Ineligible Students:

Students who are admitted to SHSU as Non-Degree Seeking, Transient, Summer Preparatory, Career Interest, Audit Courses, Continuing Education Coursework, or Self-Improvement Coursework Students are not eligible for financial assistance. Students enrolled in only developmental courses are not eligible for financial aid.

Students who resign will be academically ineligible for financial aid in the next semester of enrollment. In order to be considered for aid in the next semester of enrollment, an appeal must be approved. See Section IV below for instructions in the appeal process.

IV. Regaining Eligibility:

Summer School: Students who fail to maintain SAP are strongly encouraged to attend summer sessions to make up any deficiencies.

Appeal Process: Students who fail to maintain SAP due to a mitigating circumstance (e.g., medical reasons, death in the family, etc.) may submit a written appeal with supportive documentation after they have received official notification of denial. The Petition for Reinstatement is available on the SHSU Financial Aid website (www.shsu.edu/fao) under Forms. The Financial Aid and Scholarships Office SAP Committee will rule on the appeal. Any student submitting an appeal will receive a written response within ten (10) working days of the documentation arrival. If a further appeal is desired, the student may request an Appeals Hearing with additional documentation to support the appeal within ten (10) working days of the most recent denial. Any student who has been denied financial aid due to lack of SAP must be prepared to pay registration costs regardless of any pending appeal status. The Financial Aid and Scholarships Office will not recommend any extension of payment deadlines for these students.

Deadline to submit appeal: 30 days after receiving official SAP Denial Notification (sent to student’s SHSU email account)

RETURN OF TITLE IV FUNDS POLICY: The Federal Return of Title IV Funds Calculation must be performed for all students receiving Title IV student financial aid who, prior to the 60% point of the semester: withdraw from all courses (officially or unofficially), drop out of all courses, or are expelled from the University. Institutions are also required to complete the refund calculation process for financial aid recipients who fail to earn a passing grade in all of their classes for the semester. These students are considered to have “unofficially withdrawn” from SHSU. The refund calculation determines how much of the federal financial aid a student received for the semester was actually ‘earned’ and how much must be repaid by the student to the appropriate financial aid program. The amount is based on the student’s last documented date of attendance.